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**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: Coordinator		Posting Date: May 5, 2023,	Serial No.: 066-23
Department/Division: Health/ELC /Preventive		Closing Date: May 12, 2023	Announcement No.: 066-23
Type of Position: Permanent	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS 13/ \$18,640 - \$48,640 p.a.	

General Description:

The Non-Communicable Disease Coordinator will oversee the DOH NCD programs and program operations. The coordinator will coordinate, support, promote and implement activities addressing non-communicable diseases (NCDs) in American Samoa; recruit partners to grow and expand the American Samoa NCD Coalition to communities. Create a strong American Samoa NCD Coalition Board with oversight of all activities of the Coalition; facilitate collaboration/liaison with other entities and key partners in policy development, research, teaching and funding programs addressing NCDs in American Samoa; work with DOH NCD programs toward fulfilling the individual program goals and goals outline in the NCD Strategic Action Plan. This position will oversee the development of all materials related to NCD project activities; tabulate and interpret data gathered at all activities related to the project; perform staff evaluation; and complete all necessary reports and documentation that are to be submitted to the required superiors.

Key Duties and Responsibilities:

- Meet with DOH NCD programs regularly to establish priorities and goals; work with ODH NCD programs to establish a calendar of events for the entire year; work with NCD programs in the implementation of calendar of events
- Work with DOH NCD programs to coordinate and plan coalition meetings; ensure that coalition goals are aligned to NCD strategic action plan

- Work with DOH NCD related programs in drafting and submitting any work plans to local, regional and national project officers and superiors; ensure implementation of the submitted and approved work plans; ensure implementation between project officers, NCD program managers and DOH senior leadership.
- Work with DOH Surveillance unit to implement the endorses surveillance plan and develop information products; work with PR specialist to share calendar of events and other information products.
- Attend and participate in meetings; trainings, conferences, etc.; coordinate training opportunities important for staff development
- Effectively manage and direct NCD programs and program staff in activities including setting priorities, developing policies, monitoring the use of resources, guiding and evaluating staff;
- Complete, review and reports in a timely manner, prepare and help NCD programs , prepare proposals, submissions/research grants in areas related to NCDs;
- Perform other job-related duties as assigned;

Knowledge, Skills and Ability:

- Must have knowledge in aspects relevant to prevention and control of NCDs
- Must have excellent leadership, project management and performance management skills
- Must have the ability to foster team work and to establish and maintain effective working relationships at all levels
- Must have an equivalent of five (5) years of experience in NCD prevention and control
- Must have experience developing and implementing public health programs
- Must have understanding of issues and principles of programs or services relevant to NCDs

Academic and Experience Requirements:

- Applicant must have a Bachelor Degree in related field from an accredited school plus three (3) years of work related experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, **or please contact the Recruitment unit at 633-4485/633-4000**

Fa'afetai tele,



Lynn Pulou-Alaimalo
Director, Department of Human Resources